



# Authorization to Proceed With Production

Client Approval

Job Number: XXXX

Date: 9/20/2022  
11:40:57 AM

Page 1 of 3

Initial Here

To: CLIENT HERE

Buyer: NAME HERE

Address:

Job: JOB NAME HERE

**Authorization:** This Authorization to Proceed With Production ("ATP") serves as a confirmation of the estimated costs and authorization to proceed with implementation of the specific mailing. By signing, you are contracting with Production Solutions, Inc. ("PS") on behalf of your organization to allow PS to proceed with providing the products and services described below, and you are agreeing to pay the amounts specified. You acknowledge and agree that the costs hereunder are subject to change depending on the final market costs (which may be updated based on market conditions at the time commodities are procured or services rendered), and you agree to pay the updated amounts shared in writing by PS.

**Terms and Conditions:** If a master or other agreement exists between the parties hereto that governs each ATP form such as this, then this ATP is governed by the terms thereof and the following terms and conditions below (Terms; Quality of Services and Products; and Other Terms) will not apply to the parties and be of no legal effect. If no master or other agreement exists between the parties hereto that governs this ATP, then the terms of this ATP, including the following additional terms and conditions, are binding on the parties hereto and form a contract between PS and the undersigned customer, with this ATP being the entire and exclusive agreement between the parties with respect to the subject matter hereof.

**Terms:** Payment is due within 30 days of invoice date (1.5% finance charge per month on late payments). PS has the right to cease work if payments on invoices are late or outstanding. If collection efforts are required, PS shall have the right to recover from Client all outstanding payments (plus any accrued finance charges) and all costs and fees, including reasonable attorneys (and collection agencies) fees and other charges, incurred in connection with such collection efforts.

**Quality of Services and Products:** We warrant that the services and products will materially comply with the written instructions received by you. We make no other warranties, express or implied, regarding the products and services. In the event of an error in our performance, we will, as our sole liability and your sole remedy, either re-perform the affected services or reimburse you for the amounts you have paid us for the affected services. We will not be liable for any indirect, punitive or consequential damages, including lost profits, even if advised of the possibility of such damages. Our maximum aggregate liability will not exceed the amounts paid to us hereunder.

**Other Terms:** You are responsible for obtaining all necessary rights in content that you provide us and ensuring that you have the right to permit us to process any list information in accordance with this contract. You agree to indemnify, defend, and hold us and our suppliers harmless from any claims arising from the use of the content and processing of such information as described herein. This contract will be governed by the laws of the Commonwealth of Virginia and in the unlikely event of a dispute hereunder, all claims shall be made in the courts of the Commonwealth of Virginia.

Please review and initial each page, sign below, and return this Authorization to Production Solutions, Inc.

**NOTE: Prices do not include miscellaneous delivery, expedited mail or courier charges, or applicable taxes. These additional charges will be invoiced on completion of the job.**

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_

Job Summary by Phase (subject to change upon mutual agreement of the parties as bids come in and actual quantities become known)

A	DETAILS HERE		\$xx,xxx.xx
B	DETAILS HERE		\$x,xxx.xx
<b>Grand Total:</b>			<b>\$XX,XXX.XX</b>

## Phase A JOB NAME

Thank you. The professional staff of Production Solutions, Inc. is pleased and eager to serve you.  
Proprietary & Confidential



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Your PO/Contract Number:

## QTY JOB DETAIL

Envelope specifications: Size: 6 x 9.5; Print method: Flexography; Seams: Side; Window type: closed face; Window 1 left: ; Window 1 bottom: ; Window 1 size: ; Window 2 left: ; Window 2 bottom: ; Window 2 size: ;

Print specifications: Ink coverage: None; Post consumer waste: ; Stock weight: 24#; Stock color: White; Stock finish: Linen; Stock coating: Uncoated; Stock brand: Bright White Linen; Front colors: PMS 574 PMS 138 + K; Back colors: ; Bleeds: null; Diecuts: ;

Version Name:MDL 6 x 9 .5 OE ; Description:FA-0922-MLDP-OE; Quantity: 25052 (including spoilage 27000);Packages:PKG 1 MDL Proposal Sustainers Full 1st, SRE - Z1  
MDL Proposal Control Full 1st, SRE - Z2

## QTY JOB DETAIL

Envelope specifications: Size: 5 1/2 x 8 1/8; Print method: Jet offset; Seams: Side; Window type: closed face; Window 1 left: ; Window 1 bottom: ; Window 1 size: ; Window 2 left: ; Window 2 bottom: ; Window 2 size: ;

Print specifications: Ink coverage: Medium; Post consumer waste: ; Stock weight: 20# wove; Stock color: White; Stock finish: Wove/Offset; Stock coating: Uncoated; Stock brand: ; Front colors: K; Back colors: ; Bleeds: null; Diecuts: ;

Version Name:MDL SRE; Description:FA-0922-MLDP-SRE; Quantity:25052 (including spoilage 27000);Packages:PKG 1 MDL Proposal Sustainers Full 1st, SRE - Z1  
MDL Proposal Control Full 1st, SRE - Z2

SAMPLE

Thank you. The professional staff of Production Solutions, Inc. is pleased and eager to serve you.

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Production Solutions, Inc. 1953 Gallows Road, Suite 500, Vienna, VA 22182 Tel: 703.734.5700 Fax: 703.734.0136

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## Phase B JOB NAME

Your PO/Contract Number:

## JOB DETAIL

### Preliminary Programming

- Merge/Purge: No
- Suppressions: No
- Dedupe: No
- Segmentation: No
- Other: Yes

### Data Formatting

- Leave Data As Is: Yes
- Upper/Lower Case: No
- Punctuation: No

### Data Builds

- Address Block: Yes
- Salutation: Yes
- Source Code: No
- Dollar String: Yes
- Scanline: Yes
- Append: No

SAMPLE

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